

**GENERAL SERVICES ADMINISTRATION  
FEDERAL ACQUISITION SERVICE  
ASSISTED ACQUISITION SERVICES DIVISION  
SOUTHEAST SUNBELT REGION**

**PERFORMANCE WORK STATEMENT (PWS)**

**Special Operations Command Central (SOCCENT)  
Environmental Analysis Program (J3, J4, J8)**

**TASK ORDER NUMBER: 47QFSA21F0126  
(FORMERLY GSA ORDER NUMBER: ID04210014)**

**23 September 2021**

**LIST OF MODIFICATIONS**

MOD	DATE	DESCRIPTION
001	23 Sep 2021	Incremental Funding

**1.0 Introduction.** Work is to be accomplished for United States Special Operations Command Central (SOCCENT), herein referred to as Client, through the General Services Administration (GSA), Federal Acquisition Service (FAS), Assisted Acquisition Services Division, Southeast Sunbelt Region.

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**1.2 DESCRIPTION OF THE REQUIRING ORGANIZATION.** Special Operations Command Central (SOCCENT), headquartered at MacDill Air Force Base (AFB), Florida is a subordinate unified command of the U.S. Central Command (CENTCOM). SOCCENT is actively engaged in employing special operations forces (SOF) throughout the CENTCOM area of responsibility (AOR). SOCCENT plans, conducts, and supports special operations to enhance regional security and stability through capability development, cooperation, and deployment with allied and partner nations, U.S. Government departments and agencies, and private organizations. SOCCENT responds to crisis and irregular threats, providing unique and unconventional approaches. SOCCENT supports Operational Plans (OPLANs) and Contingency Plans (CONPLANs) as part of CENTCOM Joint Force operations. SOCCENT executes its tactical day-to-day mission in conjunction with other Service components and coalition nation partners. Day-to-day mission assurance activities include ensuring operational readiness through activities addressing the survivability of vulnerable mission-critical infrastructure. The command requires research, analysis, and assessments to enhance the ability of SOCCENT to identify, understand, shape, react, and adapt to the dynamics of the CENTCOM AOR, and to optimize the combat survivability, lethality, and operational effectiveness of its forces when operating in this complex environment.

**1.3 TASK PURPOSE.** This Task Order (TO) will provide subject matter experts (SMEs) to SOCCENT for the delivery of advice, analyses, and assistance in carrying out responsibilities required to support SOCCENT operations and directorate level missions.

**1.4 CONTRACT TYPE.** Firm Fixed Price (FFP) labor support with Labor Hour (LH) Surge hours and Cost Reimbursable No Fee (CRNF) Travel.

**1.5 PERIOD OF PERFORMANCE.** Award is anticipated on 28 August 2021. There will be a transition period from 10-28 September 2021. Awardee will not be reimbursed for any expenses incurred during this transition timeframe to prepare itself for assuming performance on the first day of the Base Period anticipated to be 29 September 2021.

Base Period:	29 September 2021 to 28 September 2022
Option Year 1:	29 September 2022 to 28 September 2023
Option Year 2:	29 September 2023 to 28 September 2024
Option Year 3:	29 September 2024 to 28 September 2025
Option Year 4:	29 September 2025 to 28 September 2026
Ext of Services:	29 September 2026 to 28 March 2027

**1.6 SCOPE.** The scope of this effort is to provide SOCCENT with analytical and technical products to enhance the ability of the command to achieve the commander's strategic objectives. This effort shall provide written analyses, assessments, and planning related to all aspects of the SOF approach to conventional and irregular warfare (IW) environments, enhancing the ability of SOCCENT to devise and execute unique approaches to shaping its operational environment. Deliverable products resulting from this effort shall contribute to the SOCCENT mission to command and employ a multi-disciplined Special Operations Command that is proactively countering or defeating threats to the US and its interests in the CENTCOM AOR, while executing SOF campaigns in close coordination and synchronization with interagency and partner nation (PN) capabilities. This effort shall support SOCCENT's mission accomplishment by enhancing the ability of SOCCENT to articulate its requirements, acquire, evaluate and assess capabilities and strategies designed to enhance the lethality and survivability of a broad range of SOF supported operations. Analyses, planning, and assessments shall result in recommendations for

improving existing SOCCENT coordination mechanisms with its joint, interagency, inter-Governmental, and multinational (JIIM) partners. This TO will support and evaluate SOCCENT efforts to achieve a force posture and capability that will enable the command to remain trained, responsive, relevant, alert for opportunities, and ready to confront threats. The contractor shall provide detailed analyses of SOCCENT efforts towards building a stable and secure operational environment throughout the CENTCOM AOR.

**2.0 GENERAL REQUIREMENTS.** The Contractor shall meet the following general requirements, as well as the specific requirements identified in Section 3.0.

**2.1 TRANSITION.** The Contractor shall execute a transition plan to minimize interruptions or delays to work in progress that would impact the mission. The Contractor shall focus their efforts in support of stability of the workforce, ensuring successful performance from contract start to contract end with no interruption to SOCCENT's mission. To achieve stability the Contractor shall: 1) plan and meet key milestone schedules including hiring and ensuring fully qualified personnel are in place, to include minimizing workforce turbulence/turnover; 2) employ dedicated resources in support of contract/task-order transition; 3) coordinate phase-in support with Government personnel and ensure all administrative processes are complete to start performance on day one; 4) participate in phase-out support actions such as task hand-off with Government personnel, out-processing personnel, transfer of work control, status reporting; 5) execute updates during the transition period to ensure the Government is fully informed of the transition status and any issues that need disposition.

**2.2 QUALIFIED PERSONNEL.** The Contractor shall provide stability through qualified personnel that meet the required skills and qualifications identified in Table 4.1 and shall ensure the workforce is sustained for the entire period of performance. The Contractor shall ensure adequate corporate resources are available to ensure an ability to provide maximum reach to qualified candidates and maintain/enhance individual competencies to ensure currency of qualifications. The Contractor shall manage reach by leveraging Government and non-Government resources to expand opportunities to address personnel requirements and ensure continuity of mission. Requests for qualification waivers will not be approved.

**2.3 MANAGEMENT OF ISSUES.** The Contractor shall ensure performance issues that would cause interruption to SOCCENT missions are minimized throughout the period of performance and that the requirements defined in the PWS are successfully met 100% of the time. The Contractor shall maximize its ability to resolve issues and concerns efficiently to minimize Government involvement. The Contractor shall achieve stability by maintaining open lines of communications that limit unnecessary processes, and procedures when resolving performance issues. The Contractor shall attain agility by implementing effective quality control plans that successfully execute all required support functions such as security and contract management with clear management delineation of responsibility and authority, and effective processes for responding to short notice issues, surge, and travel requirements. The Contractor shall achieve reach to support this requirement by applying sufficient corporate resources to prevent, identify and resolve issues within the parameters delineated in the Service Delivery Summary (SDS).

**2.4 MANAGEMENT OF POSITIONS SHORTFALLS (RETENTION/FILL RATES).** A Full Time Equivalent for this task order equates to 1,920 hours per year. The Contractor shall ensure any absences (including leave, medical emergencies, etc.) lasting more than ten consecutive work days are back-filled with a qualified candidate for the duration of the absence or until permanently filled. The contractor shall ensure fully qualified personnel are in place to fill vacancies in accordance with the SDS when personnel depart this task order.

**3.0 SPECIFIC REQUIREMENTS.**

### **3.1 Task Order Management**

The contractor shall provide an on-site single point of contact (Task Leads) for each Directorate (J3, J4, J8) receiving support at the Government HQ SOCCENT, MacDill AFB FL. The Task Lead shall ensure that requirements are met within the allocated resources of the task order, while properly balancing cost, schedule, and technical performance. The Task Lead position is considered Key Personnel. The Task Lead is not a separate position but an additional duty to be executed by one of the positions identified under “Specific Requirements.” The Contractor will designate one position within each Directorate as a task lead for that Directorate.

#### **The Task Lead shall:**

- Interact consistently with senior military leadership.
- Execute day-to-day management and administration of project tasks.
- Assign support responsibilities and supervise all task efforts.
- Utilize, control and redirect contractor workforce as necessary to complete tasks in accordance with scheduled milestones and budgetary constraints.
- Perform quality checks on all work products and interact continually with Government COR and any appointed Technical Representative (TR).
- Discuss concerns, and ensure total product/service satisfaction with the customer.
- Develop and maintain an electronic resource, to include key points of contact, to be used for mission continuity that may be accessed by all stakeholders.

### **3.2 J3 Directorate**

#### **3.2.1. J34 Special Operations Forces (SOF) Force Protection Analyst**

The Contractor shall support operations and requirements including but not limited to:

- Conduct warfighter survivability analysis for the preparation of short- and long-term strategic planning documents that enable SOCCENT to protect critical resources and capabilities; deter and counter evolving threats (e.g., Improvised Explosive Devices (IEDs), Weapons of Mass Destruction (WMD), etc.); and proactively posture itself in executing its missions and roles.
- Conduct warfighter survivability analysis in the development and documentation of Critical Infrastructure Protection (CIP).
- Force Protection concepts of operations (CONOPS), tactics, techniques, and procedures (TTPs), roadmaps, after-action reviews (AARs), assessments, and information papers.
- Develop and, upon Government approval, implement streamlined and adaptive planning methodologies that enhance SOCCENT’s ability to rapidly develop, collaborate, distribute, and revise operational plans.
- Conduct analyses and assessments (e.g., vulnerability assessments, threat assessments, CIP) across the CENTCOM AOR.
- Develop a security risk assessment methodology that provides a qualitative assessment of security-related actions, results and related metrics.
- Conduct analyses for SOCCENT, Major Commands (MACOMs), and other agencies (e.g., the National Counterterrorism Center (NCTC), Department of State (DoS), Central Intelligence Agency (CIA), Defense Intelligence Agency (DIA), Combatant Commands, subordinate components) for the development of plans, Concept of Operations (CONOPS), Tactics, Techniques, and Procedures (TTPs) and other documents for CIP and force protection requirements.
- Provide SOF Force Protection support and expertise through all phases of planning and project development.

- Prepare briefs, information papers, and presentations as required utilizing Microsoft Office family of products (i.e. Outlook, PowerPoint, Word, Excel and Access)
- Develop and maintain an electronic resource, to include key points of contact, to be used for mission continuity that may be accessed by all stakeholders.
- May perform travel CONUS/OCONUS (TDY status, attend conferences, planning efforts, OPTs with appropriate clearance levels, and exercises) as required and remain fully qualified and current with all specified / required training.

### **3.2.2. J35 Special Operations Forces (SOF) Future Operations Planner**

The Contractor shall support operations and requirements including but not limited to:

- Serve as a regional SOF irregular warfare (IW) and unconventional warfare (UW) operational planner with a primary focus on Future Operations.
- Conducts and provides quality control of deliberate, crisis action, and contingency planning, IW/UW functional plan development and validation, coordination, and integration in conjunction with higher headquarters, components, DoD, United States Government (USG) Interagency, Partner Nations, and others.
- Reviews and provides coordinated input to strategic and operational plans and orders, analysis reports, policy reports, requests for forces, DoD directives and guidance, and other documentation that supports strategic operations research, analysis and policy development.
- Provides IW, UW and intelligence doctrine, operations, policy and authorities' subject matter expertise and integration of lessons learned to support senior leader decision making.
- Conducts and consolidates foreign partner nation representative coordination and planning to develop foreign partner nation capability and capacity.
- Conducts and validates research and analysis, prepares information papers, decision papers, and briefings to inform command leadership.
- Analyzes SOF unity of effort activities to support integration and synchronization of US Special Operations Command (USSOCOM), Service Component, National Mission Force, and Theater Special Operations Command (TSOC) activities.
- Support collaboration with the Military Services to improve the integration and interoperability amongst SOF and conventional forces.
- Provide SOF support and expertise through all phases of planning and project development.
- Prepare briefs, information papers, and presentations as required utilizing Microsoft Office family of products (i.e. Outlook, PowerPoint, Word, Excel and Access)
- Develop and maintain an electronic resource, to include key points of contact, to be used for mission continuity that may be accessed by all stakeholders.
- May perform travel CONUS/OCONUS (TDY status, attend conferences, planning efforts, OPTs with appropriate clearance levels, and exercises) as required and remain fully qualified and current with all specified / required training.

### **3.2.3. J35 Special Operations Joint Fires Targeting Analyst**

The Contractor shall support operations and requirements including but not limited to:

- Serves as the senior Joint fires specialist for SOCCENT.
- Subject matter expert in the development, planning, prioritizing targets and execution of full spectrum Special Operations targeting as defined in Joint Publication 3-60 and the Joint Fires

Targeting Handbook.

- Coordinate and synchronize the targeting process with all CENTCOM Components and inter-agency in all aspects of theater and operational targeting.
- Enable strategic and operational level joint fires and targeting execution through subordinate commands by coordinating for the required approval authorities, with SOCCENT/Combined Forces Special Operations Component Command (CFSOCC).
- Demonstrate expert knowledge of Joint fires and targeting doctrine, policies, processes and procedures along with demonstrated experience with the Joint Targeting Cycle (JTC). Understand and apply Joint planning, execution, and assessment concepts and doctrine in order to refine and assess new policies and procedures.
- Train and educate command staff on command theater strategic targeting process which includes intelligence support to targeting, Chairman of the Joint Chiefs of Staff (CJCS) Collateral Damage Estimation Methodology, CJCS Sensitive Target approval Process, and related procedures.
- Prepare briefs, information papers, and presentations as required utilizing Microsoft Office family of products (i.e. Outlook, PowerPoint, Word, Excel and Access).
- Develop and maintain an electronic resource, to include key points of contact, to be used for mission continuity that may be accessed by all stakeholders.
- May perform travel CONUS/OCONUS (TDY status, attend conferences, planning efforts, OPTs with appropriate clearance levels, and exercises) as required and remain fully qualified and current with all specified / required training.

### **3.2.4. J37 Special Operations Forces (SOF) Joint Training and Exercise Planner**

The Contractor shall support operations and requirements including but not limited to:

- Provide SOCCENT with the design and development of joint training and exercises to assess OPLAN and TCP viability; to determine shortfalls; and to train headquarters staff , components, and subordinate organizations for theater OPLAN execution, mission readiness, and threat preparedness.
- Conduct joint exercise analysis in support of deliberate and contingency planning scenarios and facilitate examination of future-state scenarios and force structures against adversaries that potentially possess unknown, emergent, and/or advanced asymmetric capabilities.
- Conduct spiral assessment (i.e., cyclical assessments driven by previous analyses) on issues of strategic, operational, and tactical value to the Commander including IW, Conventional Operations, and related missions (i.e., high-end major combat operations).
- Develop recommended joint training plans and conduct designated Government and interagency exercise conferences and workshops to support training and exercise development (e.g., Commander's conference, planning conferences and workshops, exercise development workshops, etc.).
- Analyze and develop joint training and exercise objectives based on guidance. Evaluate exercise design throughout the joint exercise lifecycle, and conduct exercise planning.
- Plan and conduct joint training and exercise assessments to improve joint readiness and interoperability.
- Plan and conduct Government and inter-agency exercise technical events and workshops. Historically, the contractor can expect to plan and provide support for a minimum of two (2) to a maximum of four (4) conferences and/or workshops annually with an average attendance of 25-30 attendees.

- Develop comprehensive joint training plans based on Commander's guidance, relevant plans and Joint Mission Essential tasks, conditions and standards.
- Prepare briefs, information papers, and presentations as required utilizing Microsoft Office family of products (i.e. Outlook, PowerPoint, Word, Excel and Access).
- Develop and maintain an electronic resource, to include key points of contact, to be used for mission continuity that may be accessed by all stakeholders.
- May perform travel CONUS/OCONUS (TDY status, attend conferences, planning efforts, OPTs with appropriate clearance levels, and exercises) as required and remain fully qualified and current with all specified / required training.

### **3.2.5. J39 Information Operations (IO) Planner / SME – Directorate Task Lead**

The Contractor shall support operations and requirements including but not limited to:

- Serve as a senior Information Operations (IO) planner and subject matter expert.
- Support IO planning, synchronization, and execution.
- Conduct research, analysis, and planning to integrate information related capabilities (IRCs) and effects into plans/operations.
- Coordinate with interagency and intelligence community to support development of plans, targets, and Concepts of Operations (CONOPs) supporting planning and execution efforts.
- Integrate various command elements (to include lower echelon units, service components, and cyberspace community entities) into planning to ensure cyber expertise, as necessary and to deconflict and synchronize with other planning efforts (i.e., Military Information Support Operations (MISO), Military Deception (MILDEC), and Influence Operations).
- Participate in Video Teleconferences (VTCs) and long-range, strategic planning efforts within USSOCOM and other DoD, Interagency (IA), and non-government Cyber Operations (CO), MISO, MILDEC Operations, and Influence Operations participants. This shall include course of action (COA) development, analysis, documentation, vetting, and presentation.
- Draft, coordinate, and document CO, MISO, MILDEC, and Cyber Enabled Influence Operations strategies, plans, and planning documents.
- Provide iterative, written and oral inputs and recommendations, via briefings and point papers/talking points, for the development and refinement of SOCCENT CO, MISO, MILDEC and other Influence Operations objectives, priorities, strategies, plans, and planning documents.
- Utilize knowledge of joint doctrine and joint planning concepts, to include the Joint Operation Planning Process (JOPP) and Adaptive Planning and Execution (APEX) process. Apply operational art and operational design in the application of JOPP.
- Utilize knowledge of joint military operations, including command and control (C2) processes and the military decision making process.
- Translate, both orally and in writing, technical content and tactics, techniques, and procedures (TTPs) found in proposed COAs, OPLANs, and CONPLANs into high-level briefs, point papers, and talking papers.
- Draft plans and facilitate the execution of CO, MISO, and MILDEC operations. Apply senior-level experience and knowledge in CO, MISO, and MILDEC operational planning and execution to develop recommendations concerning issues and problems facing SOCCENT, its subordinate entities, and external CO enterprises.
- Draft CONOPS, concept plans, operations orders, operations plans, fragmentary orders, execution orders, exercise directives, joint planning products, standard operating procedures, implementation plans, requirements definition and analysis, cyberspace operations TTPs, assessments, and other exercise or planning related products.
- Monitor and review strategies, doctrine, policies, directives, and instructions from higher echelon

headquarters and make recommendations to the Government to ensure compliance and consideration in planning efforts.

- Create and maintain a database of CO, MISO, and MILDEC operations and CO, MISO, and MILDEC exercise planning TTPs, best practices, and lessons learned.
- Review, analyze, and make recommendations concerning operational requirements for intelligence products that support SOF cyberspace operations and inform intelligence-resourcing decisions.
- The IO SME position is considered Key Personnel.
- Develop and maintain an electronic resource, to include key points of contact, to be used for mission continuity that may be accessed by all stakeholders.
- May perform travel CONUS/OCNUS (TDY status, attend conferences, planning efforts, OPTs with appropriate clearance levels, and exercises) as required and remain fully qualified and current with all specified / required training.

### **3.2.6. J39 Information Operations (IO) / Military Deception (MILDEC) Planner**

The Contractor shall support operations and requirements including but not limited to:

- Support MILDEC planning, synchronization, and execution.
- Conduct research, analysis, and planning to integrate MILDEC into plans/operations.
- Coordinate with other information related capabilities (IRCs), Special technical Operations capabilities, and other compartmented capabilities to support development of plans, targets, and CONOPs supporting planning and execution efforts.
- Coordinate planning activities with the Special Technical Operations (STO)/Special Access Program (SAP) planner at SOCCENT to achieve desired effects as applicable to MILDEC efforts.
- Provide expert MILDEC assessments, strategies, recommendations, far reaching experience, expertise, and unconstrained thinking in the development of MILDEC strategies, plans, and activities to support the SOCCENT Commander.
- Provide MILDEC planning expertise and options in support of Operations Security (OPSEC).
- Integrate various command elements (to include lower echelon units, service components, and cyberspace community entities) into planning to ensure cyber expertise, as necessary and to deconflict and synchronize with other planning efforts (i.e. MISO, MILDEC, and Influence Operations).
- Participate in VTCs and long-range, strategic planning efforts within USSOCOM and other DoD, IA, and non-government Cyber Operations (CO), MISO, MILDEC Operations, and Influence Operations participants. This shall include course of action (COA) development, analysis, documentation, vetting, and presentation.
- Draft, coordinate, and document CO, MISO, MILDEC, and Cyber Enabled Influence Operations strategies, plans, and planning documents.
- Provide iterative, written and oral inputs and recommendations, via briefings and point papers/talking points, for the development and refinement of SOCCENT CO, MISO, MILDEC and other Influence Operations objectives, priorities, strategies, plans, and planning documents.
- Utilize knowledge of joint doctrine and joint planning concepts, to include the Joint Operation Planning Process (JOPP) and Adaptive Planning and Execution (APEX) process. Apply operational art and operational design in the application of JOPP.
- Utilize knowledge of joint military operations, including command and control (C2) processes and the military decision making process.
- Translate, both orally and in writing, technical content and tactics, techniques, and procedures (TTPs) found in proposed COAs, OPLANs, and CONPLANs into high-level



briefs, point papers, and talking papers.

- Develop and maintain an electronic resource, to include key points of contact, to be used for mission continuity that may be accessed by all stakeholders.
- May perform travel CONUS/OCONUS (TDY status, attend conferences, planning efforts, OPTs with appropriate clearance levels, and exercises) as required and remain fully qualified and current with all specified / required training.

### **3.2.7. J39 Intelligence Support to Information Operations (ISIO) Analyst**

The Contractor shall support operations and requirements including but not limited to:

- Provide direct support through the analysis of information operations intelligence relative to political, economic, social, cultural, physical, geographic, technical, or military issues.
- Support SOCCENT in establishing the intelligence baseline required to effectively integrate Information Operations (IO) into operations.
- Provide analytical support to current and future operations by effectively supporting senior level engagements involving IO and planning.
- Prepare full spectrum studies concerning vital and fundamental intelligence topics related to the USCENCOM AOR.
- Provide analytical support to SOCCENT operations by supporting senior level engagements involving IO planning.
- Conduct IO Intelligence Preparation of the Environment and assist IO and Psychological Operations (PSYOP) planners in developing Measures of Effectiveness.
- Input IO intelligence requirements into collection systems; support SOCCENT in managing IO intelligence requirements.
- Prepare briefs, information papers, and presentations as required utilizing Microsoft Office family of products (i.e. Outlook, PowerPoint, Word, Excel and Access).
- Develop and maintain an electronic resource, to include key points of contact, to be used for mission continuity that may be accessed by all stakeholders.
- May perform travel CONUS/OCONUS (TDY status, attend conferences, planning efforts, OPTs with appropriate clearance levels, and exercises) as required and remain fully qualified and current with all specified / required training.

## **3.3 J4 Directorate**

### **3.3.1. J4 Maintenance and Readiness Logistics (MRD) SME – Directorate Task Lead**

The Contractor shall support operations and requirements including but not limited to:

- Serve as a senior logistics lead planner and subject matter expert.
- Assist Operational Planning Teams to organize, focus and synchronize enterprise partners and enablers to meet defined organizational end states.
- Facilitate and support the Strategic Planning Process (SPP), employing a Systemic Operational Design and Military Decision-Making Process approach to conduct operating environment analysis, end states development, and to update and inform the planning process.
- Review and provide thorough analysis of operational war plans, orders, and standard operating procedures.
- Develop and present General Officer/Flag Officer level briefing products and presentations.

- Facilitate and support working groups, Community of Interest engagements, and plans synchronization across Combatant Commands, Theater Special Operations Commands (TSOCs), US Government partners, other Governmental Agencies, and key partner nations. This includes developing briefing products, point papers and other support products.
- Identify, analyze, and evaluate complex and highly sensitive systems, policies, and processes related to current and emergent foreign threats.
- Determine procedures for solving complex design, integration, and analytical problems
- Report changes, trends, and implications regarding the design and integration of evolving systems and instrumentation.
- Coordinate with Geographic Combatant Command staff, military Service Components, and forward operating units to develop a comprehensive Concept of Logistics Support.
- Execute staff coordination support to reach the programmatic end-state and facilitate logistics sustainment continuity utilizing Knowledge Management (KM) fundamentals and Logistics Common Operational Picture (LOGCOP) technology.
- Remain fully qualified in and current with all specified and required training
- Prepare briefs, information papers, and presentations as required utilizing Microsoft Office family of products (i.e. Outlook, PowerPoint, Word, Excel and Access)
- The MRD position is considered Key Personnel
- Develop and maintain an electronic resource, to include key points of contact, to be used for mission continuity that may be accessed by all stakeholders.
- May perform task or site lead functions including: 1) provided daily coordination with the COR/Technical Representative(s) 2) operate the task management system; 3) assist in development of training efforts to meet client objectives 4) oversee Operational Planning Team planners; and 4) travel (TDY status, attend conferences, planning efforts, OPT's with appropriate clearance levels, and exercises)

### **3.3.2. J4 Special Operations Forces (SOF) Logistics Planner – Special Activities**

The Contractor shall support operations and requirements including but not limited to:

- Serve as a senior logistics lead planner and subject matter expert
- Assist Operational Planning Teams to organize, focus and synchronize enterprise partners and enablers to meet defined organizational end states
- Facilitate and support the Strategic Planning Process (SPP), employing a Systemic Operational Design and Military Decision-Making Process approach to conduct operating environment analysis, end states development, and to update and inform the planning process
- Review and provide thorough analysis of operational war plans, orders, and standard operating procedures
- Develop and present General Officer/Flag Officer level briefing products and presentations
- Facilitate and support working groups, Community of Interest engagements, and plans synchronization across Combatant Commands, Theater Special Operations Commands (TSOCs), US Government partners, other Governmental Agencies, and key partner nations. This includes developing briefing products, point papers and other support products.
- Identify, analyze, and evaluate complex and highly sensitive systems, policies, and processes related to current and emergent foreign threats
- Determine procedures for solving complex design, integration, and analytical problems

- Report changes, trends, and implications regarding the design and integration of evolving systems and instrumentation
- Coordinate with Geographic Combatant Command staff, military Service Components, and forward operating units to develop a comprehensive Concept of Logistics Support
- Execute staff coordination support to reach the programmatic end-state and facilitate logistics sustainment continuity utilizing Knowledge Management (KM) fundamentals and Logistics Common Operational Picture (LOGCOP) technology.
- Remain fully qualified in and current with all specified and required training.
- Prepare briefs, information papers, and presentations as required utilizing Microsoft Office family of products (i.e. Outlook, PowerPoint, Word, Excel and Access).
- The SOF Log Planner (Special Activities) position is considered Key Personnel.
- Develop and maintain an electronic resource, to include key points of contact, to be used for mission continuity that may be accessed by all stakeholders.
- May perform travel CONUS/OCNUS (TDY status, attend conferences, planning efforts, OPTs with appropriate clearance levels, and exercises) as required and remain fully qualified and current with all specified / required training.

### 3.3.3. J4 Logistics Planner / Analyst

The Contractor shall support operations and requirements including but not limited to:

- Know and understand maintenance concepts and organizations for functional and multi-functional, and tactical to strategic level.
- Direct experience and knowledge of the assets available within the AOR to be able to accurately advise the Materiel Readiness Division (MRD), J4 leadership, and command on service common equipment including, but not limited to, High Mobility Multipurpose Wheeled Vehicle (HMMWV), Heavy Expanded Mobility Tactical Truck (HEMTT), Material Handling Equipment, and other ground equipment and tactical wheeled vehicles (TWV).
- Must have direct knowledge and familiarity with Special Operations-peculiar (SO-p) portfolios supported by USSOCOM.
- Familiar with other areas of maintenance involving weapon systems, allied trades, and construction equipment.
- Knowledge of funding sources to include MFP-2 and MFP-11.
- Studies SOCCENT missions and functions, reviews organizational structure, works methods and procedures, and recommends adjustments to the concepts of support based on mission changes and theater re-posturing.
- Executes management programs which have a direct and visible impact on the theaters supply, *maintenance*, and logistics plans and programs, such as Army Reset/Recovery Program, Theater Field Level *Maintenance* Pass Back, Distribution Management, and supply programs.
- Coordinates with resource management personnel to document, acquire, manage, and adjust required funding.
- Familiar with logistics automation systems, to include the Global Combat Support System Army (GCSS-A), Special Operations Sustainment Asset Visibility Information Exchange (SSAVIE) and Logistics Support Activity (LOGSA) Logistics Information Warehouse (LIW) Web based programs in order to track equipment, supplies, and parts and advise leadership on optimal courses of action.
- Understands countries, locations, commands, and command relationships in CENTCOM Area of Responsibility (AOR) including, but not limited to, 1st TSC, United States Army Forces, Central Command (USARCENT), and 401<sup>st</sup> Army Field Support Brigade (AFSB) providing support for

- Special Operations and conventional units in the Area of Responsibility and in deployment zones.
- Analyze, evaluate, and reports maintenance issues in a timely fashion to identify significant changes, potential problem areas, and measure overall effectiveness.
- Interact with internal and external officials and/or customers with diplomatic, convincing, professional behavior and promote effective working relationships.
- Is familiar with, understands, and implements property accountability and material management for USSOCOM special programs.
- Understand the difference between unit readiness, equipment readiness, and general maintenance capability.
- Solicit, input, and maintain unit Readiness data and information within the Defense Readiness Reporting System – Secret (DRRS-S).
- Receive, compile, and prepare unit readiness briefs as required. Attend and brief at all routine unit readiness meetings based on directorate and unit requirements.
- Understand, manage, and implement the Life Cycle Replacement (LCR) process within the CENTCOM AOR for Special Operations-peculiar (SO-p) platforms, but also service common equipment. This includes knowledge and understand of Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel and Facilities (DOTMLPF) Change Requests (DCR), Basis of Issue Plans (BOIP), unit equipment authorizations, and other associated processes.
- Support logistics operations and planning through an understanding of the holistic picture of logistics, with a focus on maintenance, within the AOR for all classes of supply and how to assist in the development of LOGCOP.
- Understand the purpose and utilization of Department of Defense Activity Address Codes (DoDAACs) and Lines of Accounting (LOA) to understand support relationships and ensure continued support to SOCCENT subordinate units.
- Track, monitor, assess, and report on SO-P equipment readiness issues, and develops and executes the field and sustainment *maintenance* concept of support in the AOR.
- Includes supply operations work such as theater bench stocks, Class IX accounts for conventional and SOF peculiar (MFP-11) equipment, excess equipment retrograde, and contingency operations stocks and materiel.
- Read and understand GCSS-A Equipment Status Report (ESR) and be able to extract the critically necessary data based on guidance from the command without delay. The individual must also know the differences between items supported through Defense Logistics Agency (DLA) and items supported from SOCOM. Class III and IV item knowledge is highly beneficial.
- Prepare, design, and implement advanced Microsoft Excel, Microsoft PowerPoint, and Adobe Acrobat (and Professional) to perform logistics analysis and create required information, decision, and concept of support briefings.
- Understand and implement knowledge management using Microsoft SharePoint and similar products.
- Reviews, maintains, and annotates files in accordance with established guidance to provide section continuity.
- Provides sound advice and technical expertise on maintenance and readiness issues, makes appropriate recommendations and decisions, and implements changes within the section.
- Prepare briefs, information papers, and presentations as required utilizing Microsoft Office family of products (i.e. Outlook, PowerPoint, Word, Excel and Access).
- Develop and maintain an electronic resource, to include key points of contact, to be used for mission continuity that may be accessed by all stakeholders.
- May perform travel CONUS/OCNUS (TDY status, attend conferences, planning efforts, OPTs with appropriate clearance levels, and exercises) as required and remain fully qualified and current with all specified / required training.

### **3.4 J8 Directorate**

#### **3.4.1. J8 Financial Analyst**

The Contractor shall support operations and requirements including but not limited to:

- Maintain responsibility for conducting and documenting complex financial analysis projects, including budgeting, auditing, forecasting, and analysis.
- Research financial and economic trends and develop short-term forecasts.
- Ensure management's comprehension of rate and budgeted issues.
- Ensure compliance with internal procedures and government regulations.
- Conduct and oversee audits.
- Provide work leadership to junior employees.
- Prepare briefs, information papers, and presentations as required utilizing Microsoft Office family of products (i.e. Outlook, PowerPoint, Word, Excel and Access).
- Develop and maintain an electronic resource, to include key points of contact, to be used for mission continuity that may be accessed by all stakeholders.
- May perform travel CONUS/OCONUS (TDY status, attend conferences, planning efforts, OPTs with appropriate clearance levels, and exercises) as required and remain fully qualified and current with all specified / required training.

#### **3.4.2. Directorate Defense Travel (DTS) Technician**

The Contractor shall support operations and requirements including but not limited to:

- Responsible for organizing, coordinating, and overseeing the activities of travel management.
- Serves as the DTS technician providing support of the processing of travel authorizations and vouchers in DTS and legacy systems to ensure compliance with Joint Federal Travel Regulation, the Joint Travel Regulation, Department of Defense Financial Management Regulation (DoDFMR), Vol 9 and other applicable local policies and regulations.
- Ensure correct examination and verification for adequacy, legal propriety and completeness of all travel authorizations, vouchers and supporting documentation for reimbursable travel related expenses.
- Provides necessary support to Organizational Defense Travel Administrators (ODTAs), reviewers and approving officials. Resolves DTS problems with travelers and coordinates actions with Government travel program manager.
- No travel is required.

#### **3.4.3. J8 Requirements and Programming Analyst**

The Contractor shall support requirements and programming tasks including but not limited to:

- Analyze and evaluates operational requirements gaps and issues from TSOC operational units, and develops recommendations for resolution in accordance with established JCIDS and/or SOFCIDS processes.
- Applies the Doctrine, Organization, Training, Material, Leadership & Education, Personnel & Facilities (DOTMLPF) approach in the development of new SOF capabilities and systems.

- Serves as an advisor to the Commander for Combat Mission Needs Statement (CMNS), Operational Needs Statement (ONS), Joint Urgent Operational Needs Statement (JUONS), and Joint Emergent Operational Needs (JEON).
- Processes and provides guidance to subordinate commands as required. Prepares recommendations in briefings, papers, or reports suitable for command and staff use and decision-making. Responsible for Combatant Command inputs for office of Secretary of Defense for Integrated Priority List (IPL) and Science and Technology Integrated Priority List (STIPL).
- Responsible for developing inputs for HQ taskers, analyzes historical and current use of technologies and capability gap analysis data to establish SOCCENT Technical requirements for command validation and submission to SOCOM for funding and procurement.
- Review previous years validated requirements, conduct capability gap analysis of deployed unit's technical operations and adjust requirements based on deployed unit composition and disposition to determine real time technical requirements.
- Assist with resource programming (POM) while advising staff on budget, planning, and policy.
- Selects and applies appropriate analytical methods and techniques (e.g., cost-benefit analysis, planning-programming-budgeting, probability, theory, program evaluation review techniques, etc.) to forecast or assess the effects of budgetary and/or program changes and fully evaluate the significance of conflicting program and budget data.
- Assists with the preparation for Command resourcing and programming submissions to CENTCOM/SOCOM to meet SOF priorities.
- Assists with preparation of facilities, manpower, and material equipment issue into SOCOM's strategic processes.
- Relates various needs of the command to specific budget line items and determines entries that properly reflect budgetary planning and requirements development in a variety of different formats, documents, reports, and forms.
- Required to travel OCONUS or CONUS up to 25% of the time in support of requirements and/or programming functions.

**3.5 LOCATION AND HOURS OF WORK.** Performance under this PWS requires on-site work at HQ USSOCOM, MacDill AFB FL. Normal workdays are Monday through Friday, except US Federal Holidays. Daily start and stop times may vary upon coordination with the COR; however, all personnel are required to be at work a minimum of eight hours during the day, to include the core business hours from 0900 to 1500 daily.

**3.6 OPTIONAL SURGE CAPABILITY.** Surge capacity is defined as operational requirements requiring additional contractor work hours to support operational needs or contingencies. The contractor shall ensure that surge capacity, when approved by the Contracting Officer's Representative (COR), is met by additional hours worked by contractor personnel currently assigned to the task order. Surge hours shall be scheduled as required during primary work hours, after-duty hours, weekends and holidays. The Contractor shall achieve agility by effectively managing surge requirements without impacting mission continuity outside the surge period.

**4.0 PERSONNEL AND MINIMUM SKILL REQUIREMENTS.** The contractor shall provide a single POC for interaction with the Government for this task order.

#### **Table 4.1. Personnel Qualifications**

Position/Labor Category	Minimum Required Skills/Qualifications	Level of Expertise
<p><b>J34 SOF Force Protection Analyst</b></p> <p><b>0.1 FTE</b></p>	<ul style="list-style-type: none"> <li>• Bachelor's Degree (BS/BA)</li> <li>• O-4/O-5/WO3-WO5/E7-E8 level experience or GS-12 / Step 5 or higher equivalency as a DoD civilian.</li> <li>• 5+ years of strategic and operational planning experience and at least 3+ years of SOF specific planning experience.</li> <li>• Joint professional military education – level I or Service school equivalency (i.e. Command &amp; General Staff College; Air Command &amp; Staff College, etc.</li> <li>• Minimum 3 years' experience with a focus on force protection, vulnerability and survivability planning.</li> <li>• CENTCOM AOR operational experience in the past 5 years.</li> <li>• Excellent written and verbal communication skills and experience preparing and presenting senior leadership briefings.</li> <li>• Demonstrated complex problem solving knowledge and experience using relevant methodologies.</li> <li>• Active TS/SCI clearance.</li> </ul>	<p>Journeyman</p>

<p><b>J35 SOF Future Operations Planner</b></p> <p><b>(b)(1) FTEs</b></p> <p>Optional Surge <b>(b)(1) FTE</b></p>	<ul style="list-style-type: none"> <li>• Bachelor's Degree (BS/BA)</li> <li>• Nominees shall be a former O-4/O-5/WO3-WO5/E7-E8 or mid-grade GS-13 (Step 5 or higher) equivalent with 5+ years of Special Operations experience.</li> <li>• 3+ years operational level planning experience including IW/UW planning</li> <li>• CENTCOM AOR operational experience in the past 5 years.</li> <li>• Excellent written and verbal communication skills and experience preparing and presenting senior leadership briefings.</li> <li>• Demonstrated complex problem solving knowledge and experience using relevant methodologies.</li> <li>• Qualifications and training obtained at Command and General Staff College or service equivalent.</li> <li>• Active TS/SCI clearance required.</li> </ul>	<p>Journeyman</p>
<p><b>J35 SOF Joint Fires Targeting Analyst</b></p> <p><b>(b)(1) FTE</b></p> <p>Optional Surge <b>(b)(1) FTE</b></p>	<ul style="list-style-type: none"> <li>• Bachelor's Degree (BS/BA)</li> <li>• Nominees shall be a former O-4/O-5/WO3-WO5/E7-E8 or mid-grade GS-13 (Step 5 or higher) equivalent with 5+ years of Special Operations experience.</li> <li>• 3+ years operational level planning experience including IW/UW planning</li> <li>• CENTCOM AOR operational experience in the past 5 years.</li> <li>• Knowledge of the Joint Targeting Cycle.</li> <li>• Excellent written and verbal communication skills and experience preparing and presenting senior leadership briefings.</li> <li>• Demonstrated complex problem solving knowledge and experience using relevant methodologies.</li> <li>• Qualifications and training obtained at Command and General Staff College or service equivalent.</li> <li>• Active TS/SCI clearance required.</li> </ul>	<p>Journeyman</p>



<p><b>J37 SOF Joint Training and Exercise Planner</b></p> <p><b>1 FTEs</b></p>	<ul style="list-style-type: none"> <li>• Bachelor's Degree (BS/BA) /(waived if the candidate has 10+ years' experience at the operational and tactical level).</li> <li>• 5+ years of operational planning experience.</li> <li>• 3+ years of SOF specific planning experience.</li> <li>• Experience managing Joint Exercises (i.e., Joint Combined Exchange Training (JCETs), Joint Chief of Staff (JCS), etc.)</li> <li>• Knowledge of Joint Exercises Life Cycle (JELC) methodologies and process.</li> <li>• CENTCOM AOR operational experience in the past 5 years.</li> <li>• Excellent written and verbal communication skills and experience preparing and presenting senior leadership briefings.</li> <li>• Experience with the application of project management concepts and methodologies.</li> <li>• Active TS/SCI clearance required.</li> </ul>	<p>Journeyman</p> <p>1 x GS-12 / Step 5 or higher equivalency</p> <p>2 x GS-11 / Step 5 or higher equivalency</p>
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<p><b>J39 Information Operations (IO) SME</b></p> <p><b>Directorate Task Lead</b></p> <p><b>Key Personnel</b></p> <p><b>0.1 FTE</b></p> <p><b>Optional Surge 0.1 FTE</b></p>	<ul style="list-style-type: none"> <li>• Bachelor's Degree (BS/BA).</li> <li>• Former O5 and or GS-14 / Step 5 or higher equivalency.</li> <li>• 10+ years' experience in IO Planning to include: Former FA30 (Army Information Operations Officer), or Marine Corps Information Operations Command (MCIOC), or Navy Information Operations Command (NIOC) planner.</li> <li>• Completion of the Joint Information Operations Planners Course (JIOPC).</li> <li>• 5+ years' combatant command or a joint staff providing planning support and/or intelligence management for cyberspace or information operations (MISO, MILDEC, and Influence Operations) for strategic, operational, or tactical level operations and exercises.</li> <li>• 3+ years' in one or more of the following areas: Special Technical Operations (STO), Military Information Support Operations (MISO), Electronic Warfare (EW), Operations Security (OPSEC), and/or Military Deception (MILDEC).</li> <li>• Knowledge of Joint Planning processes (JOPES; APEX) and Military Decision Making Process (MDMP).</li> <li>• CENTCOM AOR operational experience in the past 5 years.</li> <li>• Excellent written and verbal communication skills and experience preparing and presenting senior leadership briefings.</li> <li>• Experience with the application of project management concepts and methodologies.</li> <li>• Active TS/SCI clearance required.</li> </ul>	<p>Subject Matter Expert</p>
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<p><b>J39 IO/MILDEC Planner</b></p> <p><b>1 FTEs</b></p> <p>Optional Surge <b>1 FTE</b></p>	<ul style="list-style-type: none"> <li>• Bachelor's Degree (BS/BA).</li> <li>• Former O-4 / O-5 level military experience.</li> <li>• 10+ years' combined experience in Military Deception Planning to include: planning, targeting, synchronizing and assessing MILDEC requirements within full-spectrum IO operations. Developing and integrating MILDEC requirements within campaign strategy, plans, and orders.</li> <li>• Experience with Special Technical Operations (STO), Cyber Operations (CYBER), Military Information Support Operations (MISO) and/or Military Deception Operations (MILDEC) review and approval process.</li> <li>• Knowledge of Joint Planning processes (JOPES; APEX) and Military Decision Making Process (MDMP).</li> <li>• Completed one two week MILDEC training course (Joint MILDEC Training Course (JMTC) or SOF MILDEC Course).</li> <li>• At least 1 previous MILDEC operational assignment at a Theater Special Operations Command or SOF Joint Task Force.</li> <li>• CENTCOM AOR operational experience in the past 5 years.</li> <li>• Excellent written and verbal communication skills and experience preparing and presenting senior leadership briefings.</li> <li>• Experience with the application of project management concepts and methodologies.</li> <li>• Active TS/SCI clearance required.</li> </ul>	<p>Senior</p> <p>1 x GS-14 / Step 5 or higher equivalency</p> <p>1 x GS-13 / Step 5 or higher equivalency</p>
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<p><b>J39 Intelligence Support to Information Operations (ISIO) Analyst</b></p> <p><b>0.75 FTE</b></p>	<ul style="list-style-type: none"> <li>• Bachelor's Degree (BS/BA) and 6+ year 's relevant work experience.</li> <li>• Former O-4/O-5/WO3-WO5 and or GS-13 / Step 5 or higher equivalency.</li> <li>• Six years of combined experience to include: experience with the application of quantitative and qualitative analytic methods, including design, development, and management of targeting models and packages; experience with intelligence collection management systems; completed the Information Environment Advance Analysis (IAEE) Course.</li> <li>• Knowledge of MISO Target Audience Analysis process.</li> <li>• Experience with the integration of IO Intelligence Preparation of the Environment (IPOE).</li> <li>• CENTCOM AOR operational experience in the past 5 years.</li> <li>• Excellent written and verbal communication skills and experience preparing and presenting senior leadership briefings.</li> <li>• Experience with the application of project management concepts and methodologies.</li> <li>• Active TS/SCI clearance required.</li> </ul>	<p>Journeyman</p>
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Position/Labor Category	Minimum Required Skills/Qualifications	Level of Expertise
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<p><b>J4 Logistics Planner / Analyst</b></p> <p><b>■ FTEs</b></p> <p>Optional Surge <b>■ FTEs</b></p>	<ul style="list-style-type: none"> <li>● Bachelor of Science Degree (BS)/Bachelor of Arts (BA)</li> <li>● GS 13 / Step 7 level or higher equivalency</li> <li>● Secret Clearance with ability to obtain TS/SCI.</li> <li>● Former Logistics senior leader (O-4/O-5, W5) with three years' Logistics Planning experience at the 1- or 2- Star Major Command or equivalent level.</li> <li>● Experience with Microsoft Office.</li> <li>● 5+ years of experience with applying analytical methodologies to support requirements-based training and logistics requirements.</li> <li>● Minimum 10 years' experience in Logistics or Maintenance.</li> <li>● 4 years' experience in Logistics planning activity.</li> <li>● 5+ years of experience with applying analytical methodologies to support requirements-based training and logistics requirements.</li> <li>● Experience with Microsoft Office</li> <li>● Possession of excellent oral and written communication skills.</li> </ul>	<p>Senior Journeyman</p>
<p><b>J4 Maintenance and Readiness Logistics SME</b></p> <p><b>■ FTE</b></p> <p><b>Directorate Task Lead</b></p> <p><b>Key Personnel</b></p>	<ul style="list-style-type: none"> <li>● Bachelor Degree (BS) / Bachelor of Arts (BA)</li> <li>● Nominees shall be a former Logistics senior leader (O-4/O-5, W5) with three years' Logistics Planning experience at the 1- or 2- Star Major Command or equivalent.</li> <li>● GS 13 / Step 7 level or higher equivalency.</li> <li>● Minimum 10 years' experience in Logistics or Maintenance.</li> <li>● 4 years' experience in Logistics planning activity.</li> <li>● 3 years' SOF experience by serving in a Special Forces Group, Special Missions Unit (SMU), Naval Special Warfare Logistics Support Unit (NSW LOGSU), Raider battalion, or Theater Special Operations Command (TSOC).</li> <li>● 2 years' experience with Army property accountability systems such as GCSS-A.</li> <li>● Army logistics and maintenance experience preferred due to property accountability, maintenance systems, and support organization within theater.</li> </ul>	<p>Subject Matter Expert</p>

	<ul style="list-style-type: none"> <li>SECRET clearance required with ability to obtain TS/SCI. TS/SCI preferred.</li> </ul>	
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Position/Labor Category	Minimum Required Skills/Qualifications	Level of Expertise
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<p><b>J4 Logistics Planner – Special Activities</b></p> <p><b>1.0 FTE</b></p>	<ul style="list-style-type: none"> <li>● Bachelor of Science Degree (BS)/Bachelor of Arts (BA)</li> <li>● GS 13 / Step 7 level or higher equivalency.</li> <li>● Secret Clearance with ability to obtain TS/SCI.</li> <li>● Former Logistics senior leader (O-4/O-5, W5) with three years' Logistics Planning experience at the 1- or 2- Star Major Command or equivalent level</li> <li>● Experience with Microsoft Office</li> <li>● 5+ years of experience with applying analytical methodologies to support requirements-based training and logistics requirements</li> <li>● Minimum 10 years' experience in Logistics or Maintenance</li> <li>● 4 years' experience in Logistics planning activity</li> <li>● 5+ years of experience with applying analytical methodologies to support requirements-based training and logistics requirements</li> <li>● Experience with Microsoft Office</li> <li>● Possession of excellent oral and written communication skills.</li> <li>● Active TS/SCI clearance required.</li> </ul>	<p>Senior Journeyman</p>
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Position/Labor Category	Minimum Required Skills/Qualifications	Level of Expertise
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<p><b>J8 Financial Analyst</b></p> <p><b>(b)(7) FTEs</b></p> <p><b>(b)(7) FTEs located at SOCCENT HQs)</b></p> <p><b>(b)(7) FTE located at Joint Operational Group – Central HQs)</b></p> <p><b>(b)(7) FTE Directorate Task Lead</b></p>	<ul style="list-style-type: none"> <li>• Bachelor Degree (BS)/Bachelor of Arts (BA)</li> <li>• Nominees shall be a former O-3/mid-grade GS-11(Step 5 or higher) equivalent with three years of experience with government financial systems, Defense Enterprise Accounting and Management System (DEAMS), or FM suite.</li> <li>• Knowledge of federal financial management, Financial Improvement and Audit Readiness (FIAR), and other audit readiness, governance, and policies.</li> <li>• Ability to read, interpret, organize, and synthesize source material into well-written, concise technical style reports in approved formats.</li> <li>• Possession of excellent oral and written skills.</li> <li>• Possession of excellent organizational, interpersonal, analytical problem-solving, and presentation skills.</li> <li>• Knowledge of Microsoft Office Suite (PowerPoint, Excel, Outlook) and Adobe Acrobat software.</li> <li>• Travel required OCONUS/CONUS up to 25% of the time.</li> <li>• SECRET Clearance required, TS/SCI is desirable.</li> </ul>	<p>Junior Journeyman</p>
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<p><b>J8 DTS Technician</b></p> <p><b>(S) FTEs</b></p> <p><b>(S) FTEs located at SOCCENT HQs)</b></p>	<ul style="list-style-type: none"> <li>• Nominees shall be a former E6 – E7/mid-grade GS-09 (Step 5 or higher) equivalent with 2 years of experience with government financial systems, DTS.</li> <li>• Knowledge of Joint Travel Regulation (JTR), Joint Federal Travel Regulation, DoD FMR, Vol 9, FIAR and other audit readiness, governance, and policies.</li> <li>• Ability to read, interpret, organize, and synthesize source material into well-written, concise technical style reports in approved formats.</li> <li>• Possession of excellent oral and written skills.</li> <li>• Possession of excellent organizational, interpersonal, analytical problem-solving, and presentation skills.</li> <li>• Knowledge of Microsoft Office Suite (PowerPoint, Excel, Outlook) and Adobe Acrobat software.</li> <li>• No travel is required.</li> <li>• SECRET Clearance required.</li> </ul>	<p>Entry Level to Junior Journeyman</p>
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Position/Labor Category	Minimum Required Skills/Qualifications	Level of Expertise
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<p><b>J8 Requirements and Programming Analyst</b></p> <p><b>0.1 FTE</b></p>	<ul style="list-style-type: none"> <li>• Bachelor Degree (BS)/Bachelor of Arts (BA)</li> <li>• Nominees shall be a former O-4/mid-grade GS-13 (Step 5 or higher) equivalent with three years of experience with JCIDS, SOFCIDS, and DOTMLPF processes and systems related to the development and resourcing of SOF capabilities and systems.</li> <li>• Knowledge of process required related to resourcing Operational Needs Statements and requirements programming (POM, IPL, and STIPL) in Joint and Service environments.</li> <li>• Ability to read, interpret, organize, and synthesize source material into well-written, concise technical style reports in approved formats.</li> <li>• Possession of excellent oral and written skills.</li> <li>• Possession of excellent organizational, interpersonal, analytical problem-solving, and presentation skills.</li> <li>• Knowledge of Microsoft Office Suite (PowerPoint, Excel, Outlook) and Adobe Acrobat software.</li> <li>• Travel required OCONUS/CONUS up to 25% of the time.</li> <li>• SECRET Clearance required, TS/SCI is desirable.</li> </ul>	<p>Senior Journeyman</p>
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Table 4.2. Preferred Personnel Qualifications  
(Unless Otherwise Stated in Table 4.1)

Level of Expertise	Civilian Education	Military Education	Military Experience	Special Operations Experience	Other Specializations (Optional – One or More Areas)
Subject Matter Expert; Senior Journeyman	MA/MS in one of these Disciplines: Social Sciences, Public Policy, Applied Statistics, Operations Research, or Systems Analysis	Joint Professional Military Education Level II or Service Equivalent; Advanced Military Education Levels (i.e. School of Advanced Military Studies (SAMS), Joint Advanced Warfighting School (JAWS); Service War Colleges).	At least 10 years strategic and operational planning and analysis	At least 5 years strategic and operational planning and analysis	At least 5 years' experience in any of the following: CENTCOM AOR; Military Information Support Operations (MISO); Military Deception (MILDEC); Counter Weapons of Mass Destruction (CWMD); Operations Research and Systems Analysis (ORSA); CYBER; Antiterrorism and Force Protection (AT/FP); Social Network Analysis (SNA); Special Programs; Interagency Experience, Intelligence Experience

Mid-level Journeyman	MA/MS in one of these Disciplines: Social Sciences, Public Policy, Applied Statistics, Operations Research, or Systems Analysis	Joint Professional Military Education Level II or Service Equivalent; Advanced Military Education Levels (i.e. School of Advanced Military Studies (SAMS), Joint Advanced Warfighting School (JAWS); Service War Colleges).	At least 5 years strategic and operational planning and analysis	At least 5 years strategic and operational planning and analysis	At least 3 years' experience in any of the following: in CENTCOM AOR; MISO; MILDEC; CWMD; ORSA; CYBER; AT/FP; SNA; Special Programs; Interagency Experience
Entry-level Journeyman; Junior Journeyman	At least a BA/BS in one of these Disciplines: Social Sciences, Public Policy, Applied Statistics, Operations Research, or Systems Analysis	Joint Professional Military Education Level I or Service Equivalent (i.e. Command and General Staff College; Air Command and Staff College, etc.)	At least 3 years strategic and operational planning and analysis	At least 3 years strategic and operational planning and analysis	At least 3 years' experience in any of the following: in CENTCOM AOR; MISO; MILDEC; CWMD; ORSA; CYBER; AT/FP; SNA; Special Programs; Interagency Experience

**5.0 DELIVERABLES.** All deliverables shall be delivered to the Contracting Officer's Representative (COR) via GSA ASSIST. Acceptance of deliverables shall be performed by the COR. The COR will evaluate deliverables for completeness, correctness, and operations sufficiency of content. If the COR determines a deliverable is unacceptable, the contractor shall correct all deficiencies within the timeframe stated by the COR. The acceptability of deliverables will be reflected in the contractor's performance evaluation. The contractor shall produce and deliver the following deliverables related to the requirements identified in Section 2.0.

**5.1 MONTHLY REPORTS.** The Contractor shall submit a monthly report in the Monthly Report Format, or a format agreed upon by the COR and Contractor. At a minimum, each monthly report shall include:

- The Contractor Name, Contract and Task Order Numbers, Project Name, and the applicable month and year of the report.
- An overall task order summary identifying the current state of the requirement.
- Manpower Status which includes:
  - Total number of contract personnel required
  - Total number of personnel on task
  - Total number of Common Access Cards (CAC's) returned
  - List of Employee names on task
- Status of burn rate per position
  - Hours allotted
  - Hours expended
  - Hours remaining
  - Hours forecasted for the following month
- Major actions/events conducted during the month
- Projected major actions/event for the following month
- Current or projected difficulties/concerns
- Recommendations for improvement
- Chart depicting task order funding which includes, by CLIN:
  - Task Order Total
  - Amount Obligated
  - Amount Expended
  - CLIN Balance
- Chart depicting anticipated expenditures for the following month

**5.2 CONTRACTOR MANPOWER REPORTING (CMR).** The contractor shall report ALL labor hours required under this task order at <http://www.ecmra.mil/> by October 31 each year.

**5.3 PHASE-IN TRANSITION REPORT.** The Contractor shall provide up-to-date availability of all administrative and functional transition activities while clearly articulating any impact on Government schedules. This report shall be provided weekly until all transition actions have been completed. At a minimum, the transition report shall include the following information:

- Status of CAC issuance for onboarding personnel
- Status of security clearance and availability for SCI read-ons
- Status for new hire personnel
  - Number of new hire personnel
  - Timeline for arrival in local area
  - Timeline for availability on task
- Status of coordination for task turnover

#### **5.4 PHASE-OUT TRANSITION REPORT**

**5.4.1** The Contractor shall provide a phase-out report to the COR no less than 45-days prior to end of the performance period. At a minimum, this report shall include the following information:

- Status of electronic continuity resource per position
- Status of ongoing tasks to be transitioned, to include remaining actions and highlighting critical items to be accomplished during transition
- Status of funds remaining, to include outstanding invoices to be submitted

- Status of hours remaining per position, to include projected hours during transition

**5.4.2** The Contractor shall provide a final phase-out report to the COR and Contracting Officer no less than 30-days after the end of performance. At a minimum, this report shall include the following information:

- Status of CAC turn-in
- Status of clearance read-off
- Status of final invoice submission in GSA ASSIST
- Status of funds remaining on task order for de-obligation

**6.0 SERVICE DELIVERY SUMMARY (SDS).** Performance assessments shall be provided to the SCO by the COR in accordance with the Quality Assurance Surveillance Plan. Meeting or not meeting the thresholds identified in Attachment 2 – SDS shall be the basis of that performance evaluation.

**7.0 INCIDENTAL GOVERNMENT PROPERTY/SPACE. Government Furnished Property as defined in FAR 45.101 does not apply to this task order.** The tasks included in this PWS shall be performed on-site. In accordance with FAR 45.000 (b)(5), the Government shall provide all equipment and materials incidental to the place of performance, with the requisite access to all mission essential networks and systems required to support the activities required under this task order. The Government shall provide furnished office spaces (workstations, office automation equipment, telephones, and furniture) and supplies.

## **8.0 SECURITY REQUIREMENTS**

**8.1** Security will be in accordance with the attached DD Form 254. Contractor team individual(s) supporting this task will be cleared at the TOP SECRET level at the start of the task. At the discretion of the government, selected individuals supporting this task order will require access to Special Access Program (SAP) information. Access to SAP information requires the requisite security clearance based on a security investigation with a date less than 5 years old and requires employees to undergo additional personnel security screening meeting the DoD SAP-accessing directives and policies. Contractors will require access to Restricted Data (RD), Critical Nuclear Weapons Design Information (CNWDI), Formerly Restricted Data (RD), Sensitive Compartmented Information (SCI), Foreign Government Information, North Atlantic Treaty Organization (NATO), and Alternative Compensatory Control Measures (ACCM) material in performance of this effort. Contractor will require access to Non-classified Internet Protocol (IP) Router Network (NIPRNET)/Secret Internet Protocol Router Network (SIPRNET)/Joint Worldwide Intelligence Communication System (JWICS) computer systems only at government facilities. Contractor will be authorized to courier classified information up to TOP SECRET/SCI in performance of official duties upon approval of and designation by the COR.

**8.2** The contractor shall ensure requirements for safeguarding classified information and classified materials, for obtaining and verifying personnel security clearances, for verifying security clearances and indoctrination of visitors, for controlling access to restricted areas, for protecting government property, and for the security of automated and non-automated management information systems and data are fulfilled. The contractor's management system shall prevent unauthorized disclosure of classified and sensitive unclassified information. The government shall be immediately notified if any security incident or any indication of a potential unauthorized disclosure or compromise of classified or sensitive unclassified information.

**8.3** The contractor shall provide security management support. Typical efforts include, but are not limited to, performing classified document control functions, classified material inventories, program access requests, preparing and monitoring personnel indoctrination and debriefing agreements, and maintaining

and using security-related databases.

**9.0 TRAVEL.** Travel is required to various CONUS and OCONUS non-hazardous locations. The Contractor shall only travel as initiated by Government written tasking and prior COR approval. The Contractor shall ensure that travel expenses are incurred in accordance with the limitations set forth in FAR 31.205-46. Personnel may be deployed to OCONUS locations; therefore, the Government COR must approve all OCONUS travel in advance through the SPOT system. CONUS travel shall be submitted and approved via GSA ASSIST.

## **10.0 Other Pertinent Information or Special Considerations**

**10.1 Identification of Possible Follow-On Work.** None at this time.

**11.0 Identification of Potential Organizational Conflicts of Interest (OCI)** - FAR Part 9.501 defines OCI" as a situation where because of other relationships or activities a person (company) is unable or potentially unable to render impartial assistance or advice to the Government or cannot objectively perform contract work or has an unfair competitive advantage. FAR 9.502 states that "an organizational conflict of interest may result when factors create an actual or potential conflict of interest on an instant contract, or when the nature of the work to be performed on the instant contract creates an actual or potential OCI on a future acquisition." An OCI exists when the nature of the work to be performed may, without some restriction on future activities, (1) result in an unfair competitive advantage to the contractor on other contracts or (2) impair the contractor's objectivity in performing the contract work. The primary burden is on the contractor to identify any OCI, however, the Government has the responsibility to identify and evaluate such conflicts. It is the customer's responsibility to determine that no OCI exists.

## **12.0 Section 508 Accessibility Standards.**

The following Section 508 Accessibility Standard(s) (Technical Standards and Functional Performance Criteria) are applicable (if box is checked) to this acquisition.

### Technical Standards

- ☒ 1194.21 - Software Applications and Operating Systems
- ☒ 1194.22 - Web Based Intranet and Internet Information and Applications
- ☐ 1194.23 - Telecommunications Products
- ☐ 1194.24 - Video and Multimedia Products
- ☐ 1194.25 - Self-Contained, Closed Products
- ☐ 1194.26 - Desktop and Portable Computers
- ☒ 1194.41 - Information, Documentation and Support

*The Technical Standards above facilitate the assurance that the maximum technical standards are provided to the Offerors. Functional Performance Criteria is the minimally acceptable standards to ensure Section 508 compliance. This block is checked to ensure that the minimally acceptable electronic and information technology (E&IT) products are proposed.*

### Functional Performance Criteria

- ☒ 1194.31 - Functional Performance Criteria

## **13.0 General Information.**

**13.1 Quality Control:** Quality Control Plan. The Contractor shall develop and maintain a quality program to ensure services are performed in accordance with the Services Delivery Summary table in

Attachment 2. The Contractor shall address (as part of its technical approach) the quality control that will be employed for deliverables. The Contractor shall outline their quality program in a Quality Control Plan to be submitted at time of proposal and any updates after contract award. Any update to the Quality Control Plan must be reviewed by the Contracting Officer's Representative (COR) and accepted by the Contracting Officer. The Contractor shall assign a program manager to plan and execute the overall contract. The program manager assigned shall:

- Understand in detail the contractual requirements, terms and conditions of the task.
- Assign, track progress and review performance of task on a periodic basis.
- Be the single point of contact for the Government.
- Review all deliverables for accuracy and completeness.
- Hold a Kick-Off Meeting (KOM) once contract is awarded.
- Hold Program Management Reviews (PMR) as required.

**13.2 Quality Assurance:** The Government shall evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan (QASP), Attachment 1 to this PWS. This plan is primarily focused on what the Government must do to ensure the contractor has performed in accordance with the performance standards. It defines how the performance standards shall be applied, the frequency of the surveillance, and the minimum acceptable defect rate(s).

**14.0 Government Responsibility:** The Government shall provide points of contact (POCs) for this PWS. The POCs shall be the primary representative of the Government coordinating the technical performance of these tasks. The QAP and the POCs shall be the sole Government representatives authorized to give technical direction/coordination to the Contractor on these tasks.

**14.1 Contracting Officer's Representative (COR) Designation:** Prior to task order award, the Contracting Officer will appoint a COR and issue a COR Designation Letter stating the authority of the COR. The contractor will receive a copy of the written designation.

**15.0 Recognized Holidays:** The contractor shall recognize all of the following Federal Holidays:

HOLIDAY	WHEN OBSERVED
New Year's Day	January 1 or the Friday preceding or Monday following
Martin Luther King's Birthday	3 <sup>rd</sup> Monday in January
President's Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Juneteenth National Independence Day	June 19 <sup>th</sup> or the Friday preceding or Monday following
Independence Day	July 4 or the Friday preceding or Monday following
Labor Day	First Monday in September
Columbus Day	2 <sup>nd</sup> Monday in October
Veterans Day	November 11 or the Friday preceding or Monday Following
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Christmas Day	December 25 or the Friday preceding or Monday following

**16.0 Personal Services/Inherently Governmental Functions:** In this effort, the Contractor shall provide strictly non-personal services and shall work as an independent Contractor not subject to supervision or control by the Government. The Contractor shall advise and assist the Government but shall not make final decisions or certifications on behalf of the Government, nor perform any inherently Government functions. The Contractor and its employees shall not represent the Government nor appear



to represent the Government in performance of these contract services. At all times, Contractor personnel shall wear appropriate identification (in accordance with USSOCOM or other applicable Government policy), identifying themselves as Contractor personnel. At all meetings, conferences, or sessions with Government personnel, Contractor personnel shall clearly identify their status as Contractor employees. While performance of this effort shall not require inherently governmental services, it may include services that are closely associated with inherently governmental functions as defined in Section 804 of the FY 2005 National Defense Authorizations Act. All reports and draft documentation delivered under this contract are the property of the U.S. Government unless properly identified, noted, and documented as specified in the contract.

The Client shall not direct the Contractor to do the following:

- Assign additional work outside the original scope of work
- Direct a change
- Increase/decrease costs or period of performance
- Change any of the terms and conditions of the contract
- Increase the scope of the contract
- Create a binding obligation upon the Contractor or the Government

The Client has determined that use of the GSA contract to satisfy this requirement is in the best interest of the Government, economic and other factors considered, and this contract is not being used to procure personal services prohibited by the Federal Acquisition Regulation (FAR) Part 37.104 titled "Personal Services Contract."

**17.0 Limitations of Contractor Responsibilities:** The Government shall exercise all signatory and decision-making authority relative to the assigned tasks. The Government shall monitor all work in progress to ensure correctness and completeness. Contractor personnel will be provided Contractor support guidelines consistent with prohibitions on personal services contracting and inherently Governmental functions. Specifically, the Contractor shall not:

- Approve, decide, or sign as a Contracting Officer;
- Negotiate with Government suppliers;
- Accept or reject supplies or services;
- Determine disposal of Government property;
- Direct other Contractor or Government personnel;
- Determine cost reasonableness, allowability, or allocability;
- Vote on a source selection board;
- Supervise Government personnel;
- Approve Government requirements or plans; or
- Determine policy.

This list is not all inclusive and additional restrictions are included in FAR 7.503. Under the guidelines of non-personal services contracts, the Contracting Officer shall have technical, not supervisory, oversight responsibilities of Contractor personnel.

**18.0 Problem Resolution:** The contractor shall bring problems, or potential issues, affecting performance to the attention of the COR and GSA CS as soon as possible. Verbal reports will be followed up with written reports, when directed. This notification shall not relieve the Contractor of its responsibility to correct problems for which they are responsible. The Contractor will work cooperatively with the Government to resolve issues as they arise.

**19.0 Payment for Unauthorized Work:** No payments will be made for any unauthorized supplies and/or services or for any unauthorized changes to the work specified herein. This includes any services performed by the contractor or its personnel without prior authorization by the Contracting Officer. Only a duly appointed Contracting Officer is authorized to change the specifications, terms, and conditions under this effort.

**20.0 Dissemination of Information/Publishing:** There shall be no dissemination or publication of information, except within and between the contractor and any subcontractors or specified who have a need to know, of information developed under this order or contained in the reports to be furnished pursuant to this order without prior written approval of the Contracting Officer. USSOCOM approval for publication shall require provisions which protect the intellectual property rights of both USSOCOM and the contractor.

**21.0 Non-Disclosure/Non-Use Agreement:** The contractor shall ensure that the Non-Disclosure Statement is signed by all staff assigned to or performing on this contract before performing any work, including all subcontractors and consultants. The Non-Disclosure/Non-Use Statement will be cosigned by a corporate official (contractor Task Manager or higher). The contractor shall also ensure that all staff understand and adhere to the terms of the non-disclosure statement, protecting the procurement sensitive information of the Government and the proprietary information of other contractors. Assignment of contractor employees who have not executed this statement or failure to adhere to this statement shall constitute default on the part of the contractor.

**22.0 Contract Funding:** It is anticipated that the task will be incrementally funded.

**23.0 Past Performance Information:** In accordance with FAR 42.15, Contractor Performance Information, interim and final past performance information will be submitted by the GSA Contracting Officer, GSA Customer Account Manager, or COR. Per GSAM 542.1503(c), the Contracting Office Director will make the final decision regarding disagreements related to performance evaluations between the contracting officer and the contractor.

The Government will provide and record Past Performance Information for acquisitions over the Simplified Acquisition Threshold utilizing the Contractor Performance Assessment Reporting System (CPARS). The CPARS process allows Contractors to view and comment on the Government's evaluation of the Contractor's performance before it is finalized.

Contractors are required to register in the CPARS (<https://www.cpars.csd.disa.mil>) so contractors may review and comment on past performance reports submitted through the CPARS.

**24.0 Invoicing and Payment:** The invoice shall include itemized charges and other direct costs (ODCs) authorized by the COR which are within scope of this task order (e.g., travel and/or materials) and reflect the details specified below.

Invoices shall be submitted to GSA ASSIST and the Central Invoice System (CIS) web-based Order Processing System (<https://portal.fas.gsa.gov/>). The COR and the GSA CS will approve each invoice in CIS prior to payment. Failure to enter an invoice into the GSA ASSIST web-based system may result in a rejection.

An invoice for completion of each deliverable shall be electronically delivered to the CR via the GSA electronic contract management system by the twentieth (20th) calendar day of the month following delivery for client and GSA acceptance. A copy of the invoice shall be attached to the associated deliverable "Acceptance Report" posted in GSA ASSIST located on the web at <https://portal.fas.gsa.gov/>.

The invoice shall be submitted on official company letterhead.

For reimbursable expenses, the invoiced charges shall not exceed the limit specified in the task order. No charges shall be paid by the Government, which are not specifically identified in the task and approved in advance by the Government. Copies of receipts, travel vouchers, etc., completed in accordance with Government Travel Regulations shall be attached to the invoice to support the charges. Original receipts shall be maintained by the contractor and made available to Government auditors upon request.

The Contractor shall submit Requests for Payments in accordance with the format contained in General Services Administration Acquisition Manual (GSAM) 552.232-25, PROMPT PAYMENT (NOV 2009), to be considered proper for payment.

The Contractor shall provide the following payment information for GSA use. It must be an exact match with the information under the task order number in the AAS Business Systems Portal, ASSIST Contract Registration (not the contractor's company or individual representative's registration) as well as with the information under the contractor's Data Universal Numbering System (DUNS) number in the System for Award Management (SAM), <http://www.sam.gov>. Mismatched information will result in rejected payments.

- a. Company Name – Legal Business Name and Doing Business As (DBA) Name
- b. Mailing Address – Contact and Address Information
- c. Remittance Address – Remit to Address Information
- d. Employer's Identification Number – Federal Tax ID
- e. DUNS (Data Universal Numbering System)

The contractor shall provide the following information on each invoice submitted:

- a. Invoice Number – must not include any special characters; ASSIST and the invoice must match
- b. ACT Number from GSA Form 300, Block 4
- c. GSA Task Order Number – must match ASSIST
- d. Contract Number from GSA Form 300, Block 3
- e. Point of Contact and Phone Number
- f. Remittance Address
- g. Delivery date or Period of Performance for the billing period
- h. Charges, identified by deliverable or line item(s), with a narrative description of the service performed. Labor, reimbursable costs, and other charges (e.g., G&A) must be broken out.
- i. Prompt Payment Discount, if offered
- j. Total Invoice Amount – must match the acceptance information posted in ASSIST; cannot exceed the current task order ceiling
- k. Total cumulative task order amount and burn rate

**24.1 Final Invoice.** Invoice for final payment shall be so identified and submitted within sixty (60) days from task completion. The contractor shall request an extension for final invoices that may exceed the sixty (60) days from the GSA SCO. Mark with the word FINAL (even if it is a zero amount). After the final invoice has been paid, the contractor shall furnish a completed and signed Release of Claims (ROC) to the SCO. This release of claims is due within fifteen (15) calendar days of final payment.

**25.0 Kick-off Meeting.** Within ten (10) business days following the task order period of performance begins, Contractor shall meet with GSA and USSOCOM to review goals and objectives of the order. Contractor shall take minutes of the meeting and disseminate the results to both GSA and USSOCOM. This meeting will also provide an opportunity to clarify and answer questions.

**26.0 Telecommuting/telework.**

Telecommuting/telework is defined as authorization for an employee that generally works at the USG location, to work at an alternate location (i.e., at the employee's home or Contractor location) either permanently or temporarily. Contractor off-site location is defined as the permanent place of performance for specific employees, (i.e., not at the USG location). Long-term is defined as six or more months in duration. Telecommuting/telework requests will be approved by the CO and COR.

Telecommuting/telework is generally customer-specific, and all telework approved equipment must be authorized by the Government for use. The Contractor shall maintain availability during core hours via e-mail and phone. All telecommuting/telework expenses for Internet, telephone connectivity, and other equipment services shall be borne by the Contractor. The Contractor shall provide a written request with appropriate rationale for COR or alternate COR approval prior to any telecommuting. Classified work is not authorized under telecommuting or the alternate worksite. Authorized telecommuting or alternate worksite locations does not abrogate the Contractor's requirement for complying with the protection of information IAW DoD and USAF regulations, Security and Protection of Information sections of this PWS, contract clauses or DD Form 254.

**27.0 Task Order Clauses.** Clauses are listed in Attachment 4.

**28.0 PWS Attachments**

<b>Attachment #</b>	<b>File Name</b>
1	QASP dated 25 Jun 2021
2	SDS dated 25 Jun 2021
3	Draft DD 254 dated 03 Jan 2021
4	Federal Acquisition Regulations and Supplements Clauses